DCARC Defense Cost & Resource Center

**EVM Central Repository
Submitter Guide**

8/1/2013

Submitter Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the EVM-CR system:

  – Obtaining an ECA Client Certificate
  – Requesting a DCARC Portal account
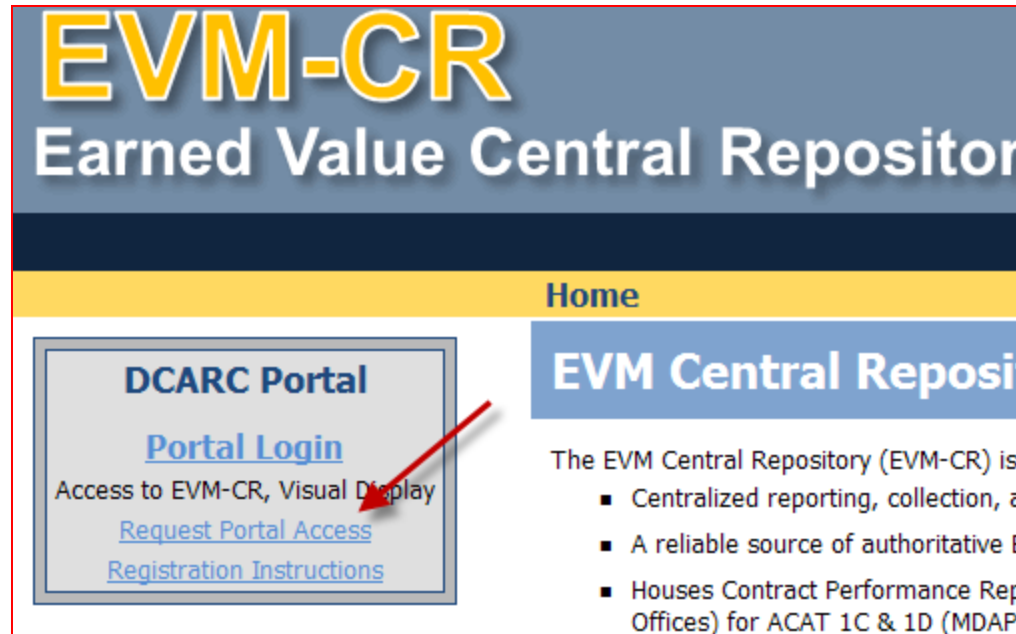 – Uploading Documents

ECA Certificate

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.

- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.

- To locate approved certificate vendors please visit the ECA PKI Program Website at http://iase.disa.mil/pki/eca/index.html

Requesting an Account

- Please choose the request access link as shown below
  http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx

- Please contact us a DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.
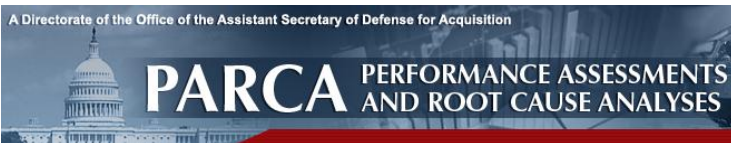
Accessing the EVM Website

- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.

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PARCA PERFORMANCE ASSESSMENTS AND ROOT CAUSE ANALYSES

UPLOAD HOME: Current Requirements

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- The screen shot below represents what you will see when going to UPLOAD HOME. Submissions in Submitting Status and current requirements for your assigned contracts will be displayed.
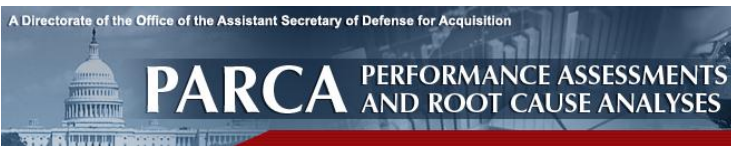
6

UPLOAD HOME: Submissions in Submitting

- Submissions in Submitting status are those submissions which require action on your part. These are either submissions that have been started but not yet submitted or submissions that the Lead Reviewer in the government program office has returned to you for edit. Click Continue or Cancel as appropriate to deal with these submissions.

Current Requirements	Task Submission Status	Assigned Contracts	Submission History

Submissions in Submitting

Program	Contract	Task	Submission ID	Year	Month	Report Category(s)	Report Date		
Example	N0000-00-N-0000	Task 1	23180	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23202	2011	7	History	7/30/2011	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23219	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23220	2013	5	IPMR Cost	5/3/2013	Continue	Cancel
Example	N0000-00-N-0000	Task 1	23222	2013	7	IPMR Cost, Formatted Cost	Not set	Continue	Cancel

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UPLOAD HOME: Current Requirements

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Most Recent Reports and Reporting Requirements

Program	Contract	Task	Cost (CPR)				CFSR			Schedule (IMS)			History		
			Formatted	IPMR	Periodicity		Report	Periodicity		Report	Periodicity		Report	Periodicity	
Example	N0000-00-N-0000	Task 1	7/16/2013	7/16/2013	M ●	Upload	3/25/2013	Q ●	Upload	6/30/2013	2 ●	Upload		A ●	Upload

Legend

🟩	Submitted on Time
🟨	Submitted Late
🟧	Rejected - not re-submitted
🟫	Submission in Submitting
⬜	Expected this Period
🟥	Missing
⬛	Not Required this period
⬛	Not required on this task
⬜	No Data

- ## COST (CPR)
  - Formatted – The date displayed is the Report Date (As of Date) of the last Formatted Cost report submitted.
  - IPMR – The date displayed is the Report Date (As of Date) of the last IPMR (XML/TRN) report submitted.
  - Periodicity – Identifies how often this report is due. M-Monthly, Q-Quarterly, A-Annually (there may be others as well but these are the most common). The colored circle represents the status for the current period. See legend to the right.

  - * Regardless of the current status, you can click UPLOAD to submit a report of any type from this screen.

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UPLOAD HOME: Current Requirements – Con't

OSD

Most Recent Reports and Reporting Requirements

Program	Contract	Task	Cost (CPR)				CFSR			Schedule (IMS)			History		
			Formatted	IPMR	Periodicity		Report	Periodicity		Report	Periodicity		Report	Periodicity	
Example	N0000-00-N-0000	Task 1	7/16/2013	7/16/2013	M ●	Upload	3/25/2013	Q ●	Upload	6/30/2013	2 ●	Upload		A ●	Upload

• CFSR/IMS(or IPMR Schedule)/History

  – Report – The date displayed is the Report Date (As of Date) of the last CFSR/IMS/History report submitted.

  – Periodicity – Identifies how often this report is due. M-Monthly, Q-Quarterly, A-Annually (there may be others as well but these are the most common). The colored circle represents the status for the current period. See legend to the right.

  – * Regardless of the current status, you can click UPLOAD to submit a report of any type from this screen.

Legend
🟩	Submitted on Time
🟨	Submitted Late
🟧	Rejected - not re-submitted
🟪	Submission in Submitting
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🟥	Missing
⬛	Not Required this period
⬛	Not required on this task
⬜	No Data

UPLOAD HOME: Task Submission Status

- The task Submission Status tab will show you the status of all your submittals as shown below.

- Each of the squares is a link to start a new submission. In the example below, the user would click the Native Schedule for April 2013 to begin a submission of that type for that time period.

UPLOAD HOME: Assigned Contracts

Upload Home
(* EVM Data Only, No CSDR Data ***)**

| Current Requirements | Task Submission Status | Assigned Contracts | Submission History |

Currently Assigned Contracts

Click to access Contract Detail

Prime Contract Number	Sub Contract Number	Contract Task	Program Name	Program Manager	Contractor	Contractor Division
N0000-00-N-0000		Task 1	Example	Unknown	Prime: DCARC Corporation Sub:	Prime: N/A Sub:

- The Assigned Contracts tab under UPLOAD HOME provides a listing of all contracts you have assigned to you.

- If you are missing a contract assignment, please contact your government program office Lead Reviewer.

- If you do not know who that is, please contact the Help Desk at DCARCSupport@Tecolote.com.

UPLOAD HOME: Submission History

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- The Submission History tab will list all submissions for your assigned contracts and the status of each.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

| Current Requirements | Task Submission Status | Assigned Contracts | Submission History |

Search Submission History

Submission ID: [ ]   Contract Number: [ ]   Report Category: All

Submission Status: Any Status   Program: All Programs

Report Date After: [ ]   Report Date Before: [ ]

[Search Submissions]   [Reset Filters]

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
23222	IPMR Cost, Formatted Cost			N0000-00-N-0000	Example	7/31/2013	Jen Horner	Submitting
23220	IPMR Cost	5/3/2013	7/31/2013	N0000-00-N-0000	Example	7/31/2013	Jen Horner	Submitting
23219	IPMR Cost	5/3/2013	7/31/2013	N0000-00-N-0000	Example	7/31/2013	Jen Horner	Submitting
23202	History	7/30/2011		N0000-00-N-0000	Example	7/30/2013	Damon Eckert	Submitting
23182	Native Schedule	6/30/2013	7/29/2013	N0000-00-N-0000	Example	7/31/2013	Jen Horner	Published
23180	IPMR Cost, Formatted Cost			N0000-00-N-0000	Example	7/29/2013	Jen Horner	Submitting
23147	IPMR Cost	7/16/2013	7/18/2013	N0000-00-N-0000	Example	7/29/2013	System	Published
23146	Formatted Cost	7/16/2013	7/18/2013	N0000-00-N-0000	Example	7/29/2013	System	Published
23003	CFSR	3/25/2013	4/17/2013	N0000-00-N-0000	Example	4/29/2013	System	Published

Uploading a Submission

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- From the Upload Home tab, click the Current Requirements tab.
- Locate the item you are ready to submit and click on the underlined UPLOAD link as shown here.

Uploading a Submission

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- Once you have selected the submission you intend to upload you will see the UPLOAD SUBMISSION page.
- Click Browse to search for your file and select a file type.
- Click Upload to upload your file.
- Click Next Step after all files are uploaded.

UPLOADING: XML/TRN File

- When you upload an XML or TRN file you will be brought to a screen that shows you the data extract from the file as shown below.
- Please select the appropriate option and click Continue.

UPLOADING:CPR Data Tab

- The CPR Data tab will show all CPR Data extract records associated with this submission.

- The Submission's Final CPR ID will be displayed. This indicates that data that should represent the tasks CPR data for the period.

- Click Next Step to Continue.

UPLOADING: Review & Submit

- The Report Date will be pre-populated only if you have provided a processable file.
- If you are submitting any other file type you will be required to enter this date.
- Click Save Submission.
- Verify all information is correct.
- Click Submit.

Submission Confirmation

Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

If you have any questions please contact
DCARC Support
DCARCSupport@Tecolote.com

Resubmit

- If you find an error with your submission and need to resubmit, you have two options. The Lead Reviewer in the government program office will need to be contacted.
  - If the submission is still in the Submitting status, they can Reject it which will allow you to create a brand new submission. Or they can return it to the Submitting status. This will allow you to access the initial submission and add or remove files as appropriate.
  - If the submission has already been Published the Lead Reviewer will need to contact the DCARC Portal Site Administrator at DCARCSupport@Tecolote.com and request that we change the status.